Office of Human Resources Use Only	Department of Labor & Economic Growth Office of Human Resources	Today's Date

REQUEST FOR TRAINING / TUITION AUTHORIZATION FOR PAYMENT
Read carefully all eligibility requirements and instructions with this form!

☐ Tuition Reimbursement   ☐ Civil Service Training   ☐ Non-Civil Service Training – (Process within your bureau - send copy of form to Office of Human Resources)

Section 1 — Employee Information

Employee's Name:	Social Security and Employee ID Number: /	Classification:

Home Address:	Work Phone Number: ( )	Bureau/Office/Commission and Division:	Work Station:

Request will not be processed without this information and supervisor approval.	Index:	PCA:	Agency Object:	E-mail Address (Work):

State briefly how this training directly relates to your employment. JOB TRAINING DEFINITION: Training consists of classes, seminars, or other types of training sessions that maintain or improve skills required for the job or is required by an employer as a condition of employment in the employee's current job. Training cannot be directed toward improving skills in order to qualify the employee for another position or promotion.

Section 2 — Training

Training Desired: For Civil Service Training, provide course <u>name</u> and <u>number</u> (refer to Training Calendar at: **www.state.mi.us/mdcs/asp/HRTDTrain/ByDate.asp**). For Non-Civil Service Training, provide one copy of course information:

Registration Deadline Date:	Training Date(s):	Hours (If other than 8a.m.- 5p.m.):

Section 3 — Tuition Reimbursement

Name of college or university attended:	Title and Course Number:

Number of Sessions:	Hours Per Session:	Course by: ☐ Semester ☐ Term ☐ Other:

Date Course Starts:	Date Course Ends:	Credits Awarded:

Tuition Cost Per Credit Hour:	Total Tuition Cost — **DO NOT include registration or other fees in Tuition Cost(s):**

Section 4 — Approvals

Supervisor:

☐ Approved   ☐ Not Approved   _____   _____
                                                Signature   Date

Bureau/Office/Commission:

☐ Approved   ☐ Not Approved   _____   _____
                                                Signature   Date

Office of Human Resources: (Required for tuition reimbursement only)

☐ Approved   ☐ Not Approved   _____   _____
                                                Signature   Date

C-24 (7/04)

REQUEST FOR TRAINING/TUITION AUTHORIZATION FOR PAYMENT - INSTRUCTIONS

Civil Service Training

Training provided by the Dept. of Civil Service is available to department employees on a regular basis. A list of scheduled classes is located on the Civil Service web site at: http://www.state.mi.us/mdcs/asp/HRTDTrain/ByDate.asp. Classes are routinely paid for by the Department.

To register for a Civil Service training class complete Sections 1 and 2 of the Request for Training/Tuition Authorization for Payment form (C-24) as completely as possible. Submit this form to your supervisor. The form will be routed through the appropriate approval path to the Office of Human Resources, where the registration will be processed. You should receive a confirmation e-mail from Civil Service indicating that you have been registered.

In the event that the class is canceled, you should receive an e-mail from Civil Service notifying you of the cancellation.

Non-Civil Service Training

Employees may participate in training provided by other sources with bureau approval. Employees should submit such requests on the Request for Training/Tuition Authorization for Payment form (C-24), completing Sections 1 and 2. The form should then be submitted to the appropriate supervisor and routed through the necessary approval path(s) for bureau approval. The Office of Human Resources needs only a copy of the request with the Bureau approvals. OHR does not promote, schedule, or arrange training from sources outside of DLEG or the Department of Civil Service.

Tuition Reimbursement

Policy Statement-Employees who undertake self-development efforts may receive financial support in part by the Department. This policy would in no way affect in-service training efforts normally financed by the Department as part of an overall training program.

Eligibility Conditions

1. Applicants must be in full-time status with the department.

2. Course must be endorsed by the division supervisor and bureau director (or designee) as being directly related to applicant's work, and course participation must be to the benefit of the bureau or the department.

3. The bureau director (or designee) must give budget approval as funding for reimbursement comes directly from the bureau's budget.

4. Course must be scheduled outside or normal work hours.

5. Partial tuition shall not cover any items outside of actual tuition costs.

6. *Refunds shall be limited to 50% of actual tuition cost not to exceed $300 per course per employee. Exceptions to the program must be justified and cleared through the Personnel Director prior to course attendance.

7. Applicants shall be limited to partial tuition refund for two courses per term or semester.

8. Refund is made only on a prior approved course and upon subsequent indication of satisfactory completion and tuition payment receipt for the course.

9. *Final determination of employee eligibility is determined by the Office of Human Resources. The Office of Human Resources will provide written notice of approval or denial. In case of unusual training opportunities not covered under the conditions of this policy, requests are to be made to the Personnel Director for review to determine eligibility.

Applicant Instructions

1. Complete the application and obtain supervisor and bureau director signatures.

2. Submit application to Human Resources Director for final review and approval. You will be notified of approval.

3. Submit grade report and tuition receipt to the Human Resources Director within 30 days of completion of the approved course.

Office of Human Resources

1. Review application as to eligibility.

2. Submit to Human Resources Director for final approval and signature.

3. *After all signatures have been obtained, send original back to applicant with memo denoting tentative approval, and further instructions for submitting final grades and tuition receipts.

4. After applicant has completed the course and submitted the grades and tuition receipts, send the application to Finance for tuition refund.

*If application is not approved, return to applicant with memo explaining reason for denial.